

# Extended Studies



Career Development  
Course Guide  
2019-2020

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step to build  
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# Professional Development 2019-2020 | Course Schedule at a Glance

The following courses may be taken individually and require no formal admission to the University. For a full schedule of Fall and Spring semesters classes and certificate programs, registration and other information about Extended Studies, visit [extendedstudies.unr.edu](http://extendedstudies.unr.edu) or call (775) 784-4046 or (800) 233-8928.

## AUGUST 2019

- 27 Beginning Photoshop® Online begins (4 weekly modules)

## SEPTEMBER 2019

- 12-13 Power Writing For Business\*
- 14 Paralegal Studies Certificate begins (16 sessions)
- 16 Human Resources National Exam Prep Program begins (11 sessions)
- 17 Employee Relations\*
- 19-20 Performance Management\*
- 19 Microsoft Excel® Essentials
- 20 Lean Six Sigma Green Belt begins (5 sessions)
- 24-26 The Human Factor in Project Management\*
- 24 Digital Marketing Essentials Online begins (6 weekly modules)
- 24 GRE® Test Preparation begins (8 sessions)
- 24 Advanced Photoshop® Online begins (4 weekly modules)
- 26 Delegating Efficiently and Effectively\*
- 27 Rural Nonprofit Management Certificate begins (5 sessions)
- 27 Public Management: Goals and Practices

## OCTOBER 2019

- 1 Project Management Certificate Program Online begins (7 weekly modules)
- 1-2 The Art and Power of Coaching: How Leaders Engage and Inspire Others\*
- 1-9 Blockchain Basics Certificate (four sessions)
- 1 Microsoft PowerPoint® Essentials
- 3-4 Social Media and HR: Policies and Practices\*
- 3 Microsoft Word® Essentials
- 10 Be Right Back ... Or Not: Managing Employee Leaves\*
- 15 Human Resources Training and Development\*
- 15-24 Project Management Essentials\* (6 sessions)
- 17-18 Effective Communications Skills in the Workplace\*
- 22 & 29 HR Leadership: Becoming a Strategic Business Partner\*
- 22 Illustrator® Online begins (4 weekly modules)
- 22 Microsoft Excel® Essentials
- 24 Elements of Accident Investigation\*
- 28 PMP®/CAPM® Credential Exam Preparation begins (5 sessions)
- 30 Critical Skills For Supervisors: Managing Today's Workforce\*
- 31 Public Sector Human Resources\*
- 31 Microsoft Excel® Intermediate

## NOVEMBER 2019

- 1 Conducting Successful Interviews\*
- 5 Influential Leadership\*
- 5 & 7 QuickBooks® for Small Business
- 7-8 Legal Aspects and Liability Issues for Employers\*
- 7-8 Managing and Supervising People\* (Elko)
- 12-21 Managing with MS Project® (4 sessions)
- 14 Employment, Placement and Practices\*
- 14 Microsoft Excel® Essentials
- 15 Public Finance: How the Dollars Are Distributed
- 19 Succession Planning: Building Your Talent Pipeline\*
- 19 InDesign® Online begins (4 weekly modules)

- 19 Microsoft Excel® Intermediate
- 20 Working with the Problem Employee\*
- 22 Job Analysis and Proper Classification Under FLSA\*

## DECEMBER 2019

- 3-12 Project Management: Beyond the Basics
- 3 Improve Your Workplace Teamwork Through Emergenetics\*\*
- 5 Effective Discipline and Documentation\*
- 5 Microsoft Excel® Advanced
- 6 Compensation and Benefits\*
- 6 Problem Solving: The Art and Science Behind Making Better Decisions\* (Elko)
- 10 Problem Solving: The Art and Science Behind Making Better Decisions\* (Reno)
- 12 Administrative Law: Understanding Policy, Rules and Decisions\*
- 13 Strategies for Understanding Financial Statements\*

## JANUARY 2020

- 16 Employee Relations\*
- 23-24 Managing and Supervising People\*
- 28 Beginning Photoshop Online begins (4 weekly modules)
- 29 Employee Retention Tactics That Work\*
- 31 Public Management: Goals and Practices

## FEBRUARY 2020

- 3 Human Resources National Exam Prep Program begins (11 sessions)
- 4 Human Resources Training and Development\*
- 6 Critical Skills for Supervisors: Managing Today's Workforce\*
- 7 Controlling the Chaos: Strategies for Managing Your Time\*
- 8 Paralegal Studies Certificate begins (16 sessions)
- 10 Lean Six Sigma Black Belt Certification Program begins (7 sessions)
- 11 Payroll Fundamentals\*
- 13 Microsoft Excel® Essentials
- 14 Lean Six Sigma Green Belt Certification Program begins (5 sessions)
- 18-20 The Human Factor in Project Management\*
- 19-20 Effective Communications Skills in the Workplace\*
- 20 Employee Relations\* (Elko)
- 21 Conducting an Internal HR Audit\*
- 25 Advanced Photoshop® Online begins (4 weekly modules)
- 25-26 Bringing Out the Best of a Multigenerational Workforce\*
- 25 Digital Marketing Essentials Online Certificate begins (6 weekly modules)
- 28 Public Sector Human Resources\*

## MARCH 2020

- 3-12 Project Management Essentials\* (6 sessions)
- 3 Workplace Violence: Prevention and Awareness Strategies\*
- 6 Employee Orientations: From Design to Implementation\*
- 10 Project Management Certificate Program Online begins (7 weekly modules)
- 10-18 Advanced Blockchain for Business (4 sessions)

- 12-13 Legal Aspects and Liability Issues for Employers\*
- 12 Microsoft Excel® Essentials
- 19-20 Power Writing For Business\*
- 24 Talking Till You're Blue? How to Handle Difficult Conversations\*
- 24 GRE® Test Preparation begins (8 sessions)
- 24 Illustrator® Online (4 online modules)
- 26 Manage and Provide Excellent Customer Service\*
- 27 Public Finance: How the Dollars Are Distributed
- 30 Excellence in Nonprofit Management Institute begins (5 sessions)
- 31 Managing with MS Project® begins (4 sessions)
- 31 Microsoft Excel® Intermediate

## APRIL 2020

- 2 Microsoft Word® Essentials
- 3 Unions 101\*
- 9 Employment, Placement and Practices\*
- 14 Working with the Problem Employee\*
- 14 Microsoft PowerPoint® Essentials
- 15-25 PMP®/CAPM® Credential Exam Preparation (5 sessions)
- 15 Persuading People\*
- 16-17 Performance Management\*
- 16 Microsoft Excel® Advanced
- 17 Talking Till You're Blue? How to Handle Difficult Conversations\* (Elko)
- 20-24 Beginning Mediation and Conflict Resolution Certificate
- 21-22 Conducting an Effective Workplace Investigation\*
- 21 InDesign Online (4 weekly modules)
- 24 Administrative Law: Understanding Policy, Rules and Decisions\*
- 28 Project Management: Beyond the Basics begins (6 sessions)
- 28 Planning and Implementing Employee Events and Recognition Programs\*
- 28 Microsoft Excel® Essentials
- 30 Conducting Successful Interviews\*

## MAY 2020

- 1 Safety Issues for HR: Recording and Reporting\*
- 5 Improve Your Workplace Teamwork Through Emergenetics\*\*
- 7 Effective Discipline and Documentation\* (Elko)
- 8 Compensation and Benefits\*
- 14 Microsoft Excel® Intermediate
- 19 Strategies for Understanding Financial Statements\*
- 21 The Rules Have Changed: Is your HR Department in Compliance?\*
- 26 Beginning Photoshop® Online (4 weekly modules)
- 29 Effective Discipline and Documentation\*

## JUNE 2020

- 2-25 GRE® Test Preparation (8 sessions)
- 2 Microsoft Excel® Advanced
- 4-5 Managing and Supervising People\*
- 9 Problem Solving: The Art and Science Behind Making Better Decisions\*



Listed chronologically (unless otherwise noted), Extended Studies professional development courses require no formal admission to the University.

Take courses individually, or build a certificate program within these areas of study with:

- Five **Human Resources Management** or **Supervisory Management** core courses and five **Certificate Electives** to earn a 10-course Custom Certificate.
- Four **Public Management** core courses and four **Certificate Electives** to earn an eight-course custom certificate.
- Four **Project Management Essentials** courses to earn the 57-hour PME certificate.
- Four select courses to earn an online **Graphics Professional Design Certificate**.
- Or complete a full certificate in one of our multiple-session Certificate Programs in **Advanced Leadership Academy**, **Blockchain**, **Digital Marketing Essentials Online**, **GRE® Test Preparation**, **Human Resources National Exam Prep**, **Lean Six Sigma Green and Black Belt**, **Mediation and Conflict Resolution**, **Nonprofit Management**, **Paralegal Studies**, **PMP®/CAPM® Exam Prep**, **Project Management Online** or **Self-Paced Online Certificates**.

## PUBLIC MANAGEMENT

### Public Management: Goals and Practices

Sept. 27, 2019; Fri., 9 a.m.-4 p.m.  
Sched. #: 2198CPM101 / \$205 / Instr.: Herzik  
Jan. 31, 2020; Fri., 9 a.m.-4 p.m.  
Sched. #: 2202CPM101 / \$205 / Instr.: Herzik

### Public Sector Human Resources\*

Oct. 31, 2019; Thurs., 9 a.m.-4 p.m.  
Sched. #: 2198CPM105 / \$205 / Instr.: Morin  
Feb. 28, 2020; Fri., 9 a.m.-4 p.m.  
Sched. #: 2202CPM105 / \$205 / Instr.: Morin

### Public Finance: How the Dollars are Distributed

Nov. 15, 2019; Fri., 9 a.m.-4 p.m.  
Sched. #: 2198CPM103 / \$230 / Instr.: Kalt  
March 27, 2020; Fri., 9 a.m.-4 p.m.  
Sched. #: 2202CPM103 / \$230 / Instr.: Kalt

### Administrative Law: Understanding Policy, Rules and Decisions\*

Qualifies for HRCI business/strategic hours.  
Dec. 12, 2019; Thurs., 9 a.m.-4 p.m.  
Sched. #: 2198CPM104 / \$205 / Instr.: Rankin  
April 24, 2020; Fri., 9 a.m.-4 p.m.  
Sched. #: 2202CPM104 / \$205 / Instr.: Rankin

More Spring/Summer 2020 classes are coming soon! Watch the web:  
[extendedstudies.unr.edu](http://extendedstudies.unr.edu)

## SUPERVISORY MANAGEMENT

### Performance Management\*

Sept. 19-20, 2019; Thurs.-Fri., 9 a.m.-4 p.m.  
Sched. #: 2198CSM104 / \$340 / Instr.: Sanders  
April 16-17, 2020; Thurs.-Fri., 9 a.m.-4 p.m.  
Sched. #: 2202CSM104 / \$340 / Instr.: Sanders

### Effective Communications Skills in the Workplace\*

Oct. 17-18, 2019; Thurs.-Fri., 9 a.m.-4 p.m.  
Sched. #: 2198CSM101 / \$340 / Instr.: Tolles  
Feb. 19-20, 2020; Wed.-Thurs., 9 a.m.-4 p.m.  
Sched. #: 2202CSM101 / \$340 / Instr.: Tolles

### Legal Aspects and Liability Issues for Employers\*

Nov. 7-8, 2019; Thurs.-Fri., 9 a.m.-4 p.m.  
Sched. #: 2198CSM102 / \$340 / Instr.: Hall, Cordova  
March 12-13, 2020; Thurs.-Fri., 9 a.m.-4 p.m.  
Sched. #: 2202CSM102 / \$340 / Instr.: Hall, Cordova

### Managing and Supervising People\*

IN ELKO Nov. 7-8, 2019; Thurs.-Fri., 8:30 a.m.-3:30 p.m.  
Sched. #: 2198CSM103 / \$390 / Instr.: Morin  
Jan. 23-24, 2020; Thurs.-Fri., 9 a.m.-4 p.m.  
Sched. #: 2202CSM103 / \$340 / Instr.: Morin  
June 4-5, 2020; Thurs.-Fri., 9 a.m.-4 p.m.  
Sched. #: 2205CSM103 / \$340 / Instr.: Morin

### Strategies for Understanding Financial Statements\*

Qualifies for HRCI business/strategic hours.  
Dec. 13, 2019; Fri., 9 a.m.-4 p.m.  
Sched. #: 2198CSM105 / \$225 / Instr.: Kalt  
May 19, 2020; Tues., 9 a.m.-4 p.m.  
Sched. #: 2202CSM105 / \$225 / Instr.: Kalt

## HUMAN RESOURCES MANAGEMENT

### Employee Relations\*

Sept. 17, 2019; Tues., 9 a.m.-4 p.m.  
Sched. #: 2198CHR102 / \$205 / Instr.: McNamara  
Jan. 16, 2020; Thurs., 9 a.m.-4 p.m.  
Sched. #: 2202CHR102 / \$205 / Instr.: McNamara  
IN ELKO Feb. 20, 2020; Thurs., 8:30 a.m.-3:30 p.m.  
Sched. #: 2202CHR102 / \$255 / Instr.: McNamara

### Human Resources Training and Development\*

Oct. 15, 2019; Tues., 9 a.m.-4 p.m.  
Sched. #: 2198CHR103 / \$230 / Instr.: McNamara  
Feb. 4, 2020; Tues., 9 a.m.-4 p.m.  
Sched. #: 2202CHR103 / \$230 / Instr.: McNamara

### Legal Aspects and Liability Issues for Employers\*

Nov. 7-8, 2019; Thurs.-Fri., 9 a.m.-4 p.m.  
Sched. #: 2198CSM102 / \$340 / Instr.: Hall, Cordova  
March 12-13, 2020; Thurs.-Fri., 9 a.m.-4 p.m.  
Sched. #: 2202CSM102 / \$340 / Instr.: Hall, Cordova

### Employment, Placement and Practices\*

Nov. 14, 2019; Thurs., 9 a.m.-4 p.m.  
Sched. #: 2198CHR101 / \$205 / Instr.: Jensen  
April 9, 2020; Thurs., 9 a.m.-4 p.m.  
Sched. #: 2202CHR101 / \$205 / Instr.: Jensen

### Compensation and Benefits\*

Dec. 6, 2019; Fri., 9 a.m.-4 p.m.  
Sched. #: 2198CHR104 / \$205 / Instr.: Wheeler  
May 8, 2020; Fri., 9 a.m.-4 p.m.  
Sched. #: 2202CHR104 / \$205 / Instr.: Wheeler

## CUSTOM CERTIFICATE ELECTIVES

**Note:** Electives are listed in alphabetical order.

### NEW! Be Right Back ... Or Not: Managing Employee Leaves\*

Oct. 10, 2019; Thurs., 9 a.m.-4 p.m.  
Sched. #: 2198CX262 / \$205 / Instr.: Rezac

### Bringing Out the Best of a Multigenerational Workforce\*

Feb. 25-26, 2020; Tues.-Wed., 9 a.m.-noon  
Sched. #: 2202CX229 / \$205 / Instr.: Prendergast

### Conducting an Effective Workplace Investigation\*

Applied for HRCI business/strategic hours.  
April 21-22, 2020; Tues.-Wed., 9 a.m.-4 p.m.  
Sched. #: 2202CX249 / \$340 / Instr.: Rezac

### Conducting an Internal HR Audit\*

Feb. 21, 2020; Fri., 9 a.m.-4 p.m.  
Sched. #: 2202CX259 / \$205 / Instr.: Marsh

### Conducting Successful Interviews\*

Nov. 1, 2019; Fri., 9 a.m.-4 p.m.  
Sched. #: 2198CX106 / \$205 / Instr.: Jensen  
April 30, 2020; Thurs., 9 a.m.-4 p.m.  
Sched. #: 2202CX106 / \$205 / Instr.: Jensen

### NEW! Controlling the Chaos: Strategies for Managing Your Time\*

Feb. 7, 2020; Fri., 9 a.m.-4 p.m.  
Sched. #: 2202CX263 / \$205 / Instr.: Jensen

### Critical Skills for Supervisors: Managing Today's Workforce\*

Oct. 30, 2019; Wed., 9 a.m.-4 p.m.  
Sched. #: 2198CX222 / \$230 / Instr.: Frenkel  
Feb. 6, 2020; Thurs., 9 a.m.-4 p.m.  
Sched. #: 2202CX222 / \$230 / Instr.: Frenkel

### Delegating Efficiently and Effectively\*

Sept. 26, 2019; Thurs., 9 a.m.-4 p.m.  
Sched. #: 2198CX225 / \$205 / Instr.: Frenkel

### Effective Discipline and Documentation\*

Dec. 5, 2019; Thurs., 9 a.m.-4 p.m.  
Sched. #: 2198CX111 / \$205 / Instr.: Jensen  
IN ELKO May 7, 2020; Thurs., 8:30 a.m.-3:30 p.m.  
Sched. #: 2202CX111 / \$255 / Instr.: Jensen  
May 29, 2020; Fri., 9 a.m.-4 p.m.  
Sched. #: 2202CX112 / \$205 / Instr.: Jensen

### Elements of Accident Investigation\*

Oct. 24, 2019; Thurs., 9 a.m.-4 p.m.  
Sched. #: 2198CX245 / \$205 / Instr.: Hertel

### Employee Orientations: From Design to Implementation\*

March 6, 2020; Fri., 9 a.m.-4 p.m.  
Sched. #: 2202CX108 / \$205 / Instr.: Jensen

### Employee Retention Tactics That Work\*

Jan. 29, 2020; Wed., 9 a.m.-4 p.m.  
Sched. #: 2202CX204 / \$205 / Instr.: McNamara

### HR Leadership: Becoming a Strategic Business Partner\*

Qualifies for HRCI business/strategic hours.  
Oct. 22 and 29, 2019; Tues., 9 a.m.-4 p.m.  
Sched. #: 2198AHR107 / \$340 / Instr.: Downs

### Improve Your Workplace Teamwork Through Emergenetics®\*

Dec. 3, 2019; Tues., 9 a.m.-4 p.m.

Sched. #: 2198CX256 / \$399 / Instr.: Alberti-Annunzio

May 5, 2020; Tues., 9 a.m.-4 p.m.

Sched. #: 2202CX256 / \$399 / Instr.: Alberti-Annunzio

### NEW! Influential Leadership\*

Nov. 5, 2019; Tues., 9 a.m.-4 p.m.

Sched. #: 2198CX261 / \$205 / Instr.: Frenkel

### Job Analysis and Proper Classification Under FLSA\*

Nov. 22, 2019; Fri., 9 a.m.-4 p.m.

Sched. #: 2198CX258 / \$205 / Instr.: Marsh

### NEW! Manage and Provide Excellent Customer Service\*

March 26, 2020; Thurs., 9 a.m.-4 p.m.

Sched. #: 2202CX117 / \$205 / Instr.: Sacks

### NEW! Payroll Fundamentals

Feb. 11, 2020; Tues., 9 a.m.-4 p.m.

Sched. #: 2202CX253 / \$205 / Instr.: Levine-Grover

### Persuading People\*

April 15, 2020; Wed., 9 a.m.-4 p.m.

Sched. #: 2202CX254 / \$205 / Instr.: Sanders

### Planning and Implementing Employee Events and Recognition Programs\*

April 28, 2020; Tues., 9 a.m.-4 p.m.

Sched. #: 2202CX121 / \$205 / Instr.: McNamara

### Power Writing for Business\*

Qualifies for HRCI business/strategic hours.

Sept. 12-13, 2019; Thurs.-Fri., 9 a.m.-noon

Sched. #: 2198CX132 / \$205 / Instr.: Brown

March 19-20, 2020; Thurs.-Fri., 9 a.m.-noon

Sched. #: 2202CX132 / \$205 / Instr.: Brown

### Problem Solving: The Art and Science Behind Making Better Decisions\*

IN ELKO Dec. 6, 2019; Fri., 8:30 a.m.-3:30 p.m.

Sched. #: 2198CX2302 / \$255 / Instr.: Frenkel

Dec. 10, 2019; Tues., 9 a.m.-4 p.m.

Sched. #: 2198CX230 / \$205 / Instr.: Frenkel

June 9, 2020; Tues., 9 a.m.-4 p.m.

Sched. #: 2205CX230 / \$205 / Instr.: Frenkel

### Safety Issues for HR: Recording and Reporting\*

May 1, 2020; Fri., 9 a.m.-4 p.m.

Sched. #: 2202CX242 / \$205 / Instr.: Hertel

### Social Media and HR: Policies and Practices\*

Qualifies for HRCI business/strategic hours.

Oct. 3-4, 2019; Thurs.-Fri., 9 a.m.-noon

Sched. #: 2198CX241 / \$205 / Instr.: C. Felts

### Succession Planning: Building Your Talent Pipeline\*

Qualifies for HRCI business/strategic hours.

Nov. 19, 2019; Tues., 9 a.m.-4 p.m.

Sched. #: 2198AHR111 / \$250 / Instr.: Frenkel

### Talking Till You're Blue? How to Handle Difficult Conversations\*

March 24, 2020; Tues., 9 a.m.-4 p.m.

Sched. #: 2202CX2282 / \$235 / Instr.: Frenkel

IN ELKO April 17, 2020; Fri. 8:30 a.m.-3:30 p.m.

Sched. #: 2202CX228 / \$285 / Instr.: Frenkel

### The Art and Power of Coaching: How Leaders Engage and Inspire Others\*

Oct. 1-2, 2019; Tues.-Wed., 9 a.m.-noon

Sched. #: 2198CX211 / \$205 / Instr.: Prendergast

### The Rules Have Changed: Is Your HR Department in Compliance?\*

Qualifies for HRCI business/strategic hours.

May 21, 2020; Thurs., 9 a.m.-4 p.m.

Sched. #: 2202AHR103 / \$250 / Instr.: Rezac

### Unions 101\*

April 3, 2020; Fri., 9 a.m.-4 p.m.

Sched. #: 2202CX250 / \$205 / Instr.: Marsh

### Working with the Problem Employee\*

Nov. 20, 2019; Wed., 9 a.m.-4 p.m.

Sched. #: 2198CX128 / \$265 / Instr.: McNamara

April 14, 2020; Tues., 9 a.m.-4 p.m.

Sched. #: 2202CX128 / \$265 / Instr.: McNamara

### Workplace Violence: Prevention and Awareness Strategies\*

March 3, 2020; Tues., 9 a.m.-4 p.m.

Sched. #: 2202CX129 / \$205 / Instr.: Frenkel

## PROJECT MANAGEMENT ESSENTIALS

### The Human Factor in Project Management\*

Sept. 24-26, 2019; Tues.-Thurs., 6-9 p.m.

Sched. #: 2198CPML208 / \$345 through Sept. 6; \$395 after

Sept. 6 / Instr.: Ciccotti

Feb. 18-20, 2020; Tues.-Thurs., 6-9 p.m.

Sched. #: 2202CPML208 / \$345 through Jan. 31; \$395 after

Jan. 31 / Instr.: Ciccotti

### Project Management Essentials\*

Oct. 15-24, 2019; Tues.-Thurs., 6-9 p.m. (6 sessions)

Sched. #: 2198CPML1012 / \$650 through Sept. 27; \$750 after

Sept. 27 / Instr.: Porter

March 3-12, 2020; Tues.-Thurs., 6-9 p.m. (6 sessions)

Sched. #: 2202CPML1012 / \$650 through Feb. 14; \$750 after

Feb. 14 / Instr.: Porter

### Managing with MS Project\*

Nov. 12-21, 2019; Tues. and Thurs., 6-9 p.m.

(4 sessions)

Sched. #: 2198CPML2022 / \$445 through Oct. 24; \$495 after

Oct. 24 / Instr.: Baryol

March 31-April 9, 2020; Tues. and Thurs., 6-9 p.m.

(4 sessions)

Sched. #: 2202CPML2022 / \$445 through March 13; \$495

after March 13 / Instr.: Baryol

### Project Management: Beyond the Basics

Dec. 3-12, 2019; Tues.-Thurs., 6-9 p.m.

(6 sessions)

Sched. #: 2198CPML1072 / \$650 through Nov. 15; \$750 after

Nov. 15 / Instr.: Allen

April 28-May 7, 2020; Tues.-Thurs., 6-9 p.m.

(6 sessions)

Sched. #: 2202CPML1072 / \$650 through April 10; \$750 after

April 10 / Instr.: Allen

(See Exam Preparation for the PMP®/CAPM® Credential Exam Preparation course and Project Mgmt for the Online Project Management program.)

## NONPROFIT MANAGEMENT

### Rural Nonprofit Management

IN ELKO: All classes are held at Great Basin College.

Sept. 27, 2019-May 8, 2020; select Fridays,

8:30 a.m.-3:30 p.m.

Sched. #: 2202CNP114 / \$1,075 through Sept. 4; \$1,275 after

Sept. 4 / Instr.: Various nonprofit experts

- Grant Writing, An Overview, Sept. 27, 2019
- Marketing and Social Media for Nonprofits, Nov. 15, 2019
- Financial Sustainability for Nonprofits, Jan. 24, 2020
- Strategic Planning and Leadership, March 6, 2020
- Elements and Legalities of Nonprofits, May 8, 2020

### Excellence in Nonprofit Management Institute

March 30-April 3, 2020; Mon.-Thurs., 8 a.m.-5 p.m.;

Fri., 8 a.m.-3 p.m.

Sched. #: 2202CNP109 / \$995 through Feb. 21; \$1,200 after

Feb. 21 / Instr.: Various nonprofit experts

## EXAM PREPARATION

### Human Resources National Exam Prep Program

Sept. 16-Dec. 2, 2019; Mon., 4-7:30 p.m.; Sept. 16

and Dec. 2, 3:30-7:30 p.m. (11 sessions)

Sched. #: 2198PHR101 / \$1,350 through Aug. 16; \$1,500

after Aug. 16 / Instr.: Jensen

Feb. 3-April 27, 2020; Mon., 4-7:30 p.m.; Feb. 3 and

April 27, 3:30-7:30 p.m. (11 sessions)

Sched. #: 2202PHR101 / \$1,350 through Jan. 6; \$1,500 after

Jan. 6 / Instr.: Jensen

### GRE® Test Preparation

Sept. 24-Oct. 17, 2019; Tues., Thurs., 6-9 p.m.

(8 sessions)

Sched. #: 2198LEAD310 / \$799 through Sept. 11; \$899 after

Sept. 11 / Instr.: Staff

March 24-April 16, 2020; Tues., Thurs., 6-9 p.m.

(8 sessions)

Sched. #: 2202LEAD310 / \$799 through March 6; \$899 after

March 6 / Instr.: Staff

June 2-25, 2020; Tues., Thurs., 6-9 p.m. (8 sessions)

Sched. #: 2205LEAD310 / \$799 through May 12; \$899 after

May 12 / Instr.: Staff

### PMP®/CAPM® Credential Exam Preparation

Oct. 28-Nov. 6, 2019; Oct. 28, Mon., 6-9 p.m.; Oct. 30,

Wed., 6-9 p.m.; Nov. 2, Sat., 9 a.m.-4 p.m.; Nov. 4,

Mon., 6-9 p.m.; Nov. 6, Wed., 6-9 p.m.

Sched. #: 2198CPML300 / \$995 through Oct. 11; \$1,195 after

Oct. 11 / Instr.: Allen

April 15-25, 2020; April 15, Wed., 6-9 p.m.; April 18,

Sat., 9 a.m.-4 p.m.; April 22, Wed., 6-9 p.m.; April

25, Sat., 9 a.m.-4 p.m.

Sched. #: 2202CPML300 / \$995 through March 27; \$1,195

after March 27 / Instr.: Allen



### Human Resources Certification

Courses marked with an asterisk have been submitted for approval or are approved for recertification hours through the HR Certification Institute (HRCI) and Professional Development Credits (PDCs) through the Society for Human Resource Management (SHRM).



### ONLINE! Beginning Photoshop®

Aug. 27-Sept. 23, 2019 (4 weekly modules)

Sched. #: 2198TECH992 / \$299 through Aug. 16; \$349 after Aug. 16 / Instr.: Welch

Jan. 28-Feb. 24, 2020 (4 weekly modules)

Sched. #: 2202TECH992 / \$299 through Jan. 17; \$349 after Jan. 17 / Instr.: Welch

May 26-June 22, 2020 (4 weekly modules)

Sched. #: 2205TECH992 / \$299 through May 8; \$349 after May 8 / Instr.: Welch

### ONLINE! Advanced Photoshop®

Sept. 24-Oct. 21, 2019 (4 weekly modules)

Sched. #: 2198TECH993 / \$299 through Sept. 6; \$349 after Sept. 6 / Instr.: Welch

Feb. 25-March 23, 2020 (4 weekly modules)

Sched. #: 2202TECH993 / \$299 through Feb. 7; \$349 after Feb. 7 / Instr.: Welch

### ONLINE! Illustrator®

Oct. 22-Nov. 18, 2019 (4 weekly modules)

Sched. #: 2198TECH994 / \$299 through Oct. 4; \$349 after Oct. 4 / Instr.: Welch

March 24-April 20, 2020 (4 weekly modules)

Sched. #: 2202TECH994 / \$299 through March 6; \$349 after March 6 / Instr.: Welch

### ONLINE! InDesign®

Nov. 19-Dec. 6, 2019 (4 weekly modules)

Sched. #: 2198TECH995 / Fee: \$299 through Nov. 1; \$349 after Nov. 1 / Instr.: Welch

April 21-May 18, 2020 (4 weekly modules)

Sched. #: 2202TECH995 / \$299 through April 3; \$349 after April 3 / Instr.: Welch

### Lean Six Sigma Green Belt Certification Program

Sept. 20-Oct. 18, 2019; Fri., 9 a.m.-5 p.m. (5 sessions)

Sched. #: 2198AMP400 / \$1,395 through Aug. 30; \$1,595 after Aug. 30 / Instr.: Malhotra

Feb. 14-March 13, 2020; Fri., 9 a.m.-5 p.m. (5 sessions)

Sched. #: 2202AMP400 / \$1,395 through Jan. 29; \$1,595 after Jan. 29 / Instr.: Malhotra

### Lean Six Sigma Black Belt Certification Program

Feb. 10-March 12, 2020; Feb. 10, Mon.; Feb. 13, 20 and 27, Thurs.; March 5 and 12, Thurs.; March 11, Wed.; 9 a.m.-5 p.m. (7 sessions)

Sched. #: 2202AMP401 / \$3,995 through Jan. 24; \$4,595 after Jan. 24 / Instr.: Malhotra

### Advanced Composite Structures: Fabrication and Damage Repair Phase 1

Check online for multiple class date options; Mon.-Thurs., 8:30 a.m.-5 p.m.; Fri., 8:30 a.m.-2 p.m.

Sched. #: 2198MFG101 / \$2,295 / Instr.: Dorworth

### Advanced Composite Manufacturing 2

Nov. 4-8, 2019; Mon.-Thurs., 8:30 a.m.-5 p.m.; Fri., 8:30 a.m.-2 p.m.

Sched. #: 2198MFG102 / \$2,295 / Instr.: Dorworth

### ONLINE! Digital Marketing Essentials Online Certificate

Sept. 24-Nov. 4, 2019 (6 weekly modules)

Sched. #: 2198LEAD305 / \$795 through Sept. 6; \$895 after Sept. 6 / Instr.: McDowell

Feb. 25-April 6, 2020 (6 weekly modules)

Sched. #: 2202LEAD305 / \$795 through Feb. 7; \$895 after Feb. 7 / Instr.: McDowell

### ONLINE! Project Management Certificate Program

Oct. 1-Nov. 18, 2019 (7 weekly modules)

Sched. #: 2198CPML305 / \$1,525 through Sept. 13; \$1,695 after Sept. 13 / Instr.: Allen

March 10-April 27, 2020 (7 weekly modules)

Sched. #: 2202CPML305 / \$1,525 through Feb. 21; \$1,695 after Feb. 21 / Instr.: Allen

### ONLINE! Cybersecurity Fundamentals Certificate

Open enrollment; 4-course program may be completed in one year or less.

Sched. #: 2202WCPUR3022 / \$599 / Staff

### ONLINE! Certificate in Entrepreneurship

Open enrollment; 5-course program may be completed in one year or less.

Sched. #: 2202WCPUR3002 / \$699 / Staff

### ONLINE! LEED® Green Associate v4™ Exam Prep

Open enrollment; program may be completed in six months or less.

Sched. #: 2202WCPUR301 / \$399 / Staff

### ONLINE! Purchasing Management Certificate

Open enrollment; 7-course program. Each course must be completed in six months.

Sched. #: 2202WCPUR101 to 110 / \$200 per course; or \$1,400 for certificate / Staff

### COMING SOON! Online Coding Bootcamp

Schedule and complete program information will be available in fall 2019. Check [extendedstudies.unr.edu](http://extendedstudies.unr.edu) or email [aginder@unr.edu](mailto:aginder@unr.edu) for more information.

### Paralegal Studies Certificate (16 sessions)

Sept. 14-Dec. 8, 2019; select Sat.-Sun., 9 a.m.-5 p.m.

Sched. #: 2198PARA101 / \$2,295 through Aug. 23; \$2,495 after Aug. 23 / Instrs.: Spoo and Doyle

Feb. 8-April 26, 2020; select Sat.-Sun., 9 a.m.-5 p.m.

Sched. #: 2202PARA101 / \$2,295 through Jan. 17; \$2,495 after Jan. 17 / Instrs.: Spoo and Doyle

### Blockchain Basics Certification Program

Oct. 1-9, 2019; Tues.-Wed., 1-5 p.m. (4 sessions)

Sched. #: 2198PD161 / \$550 through Sept. 13; \$700 after Sept. 13 / Instrs.: Cafferata, Jones, Moen

### Advanced Blockchain for Business

March 10-18, 2020; Tues.-Wed., 1-5 p.m. (4 sessions)

Sched. #: 2202PD165 / \$550 through Feb. 14; \$700 after Feb. 14 / Instrs.: Cafferata, Jones, Moen

### Microsoft Excel® Essentials

Sept. 19, 2019; Thurs., 8:30 a.m.-3:30 p.m.

Sched. #: 2198TECH301 / \$125 / Instr.: Adams

Oct. 22, 2019; Tues., 8:30 a.m.-3:30 p.m.

Sched. #: 2198TECH3012 / \$125 / Instr.: Adams

Nov. 14, 2019; Thurs., 8:30 a.m.-3:30 p.m.

Sched. #: 2198TECH3013 / \$125 / Instr.: Adams

Feb. 13, 2020; Thurs., 8:30 a.m.-3:30 p.m.

Sched. #: 2202TECH301 / \$125 / Instr.: Adams

March 12, 2020; Thurs., 8:30 a.m.-3:30 p.m.

Sched. #: 2202TECH3012 / \$125 / Instr.: Adams

April 28, 2020; Tues., 8:30 a.m.-3:30 p.m.

Sched. #: 2202TECH3013 / \$125 / Instr.: Adams

### Microsoft Excel® Intermediate

Oct. 31, 2019; Thurs., 8:30 a.m.-3:30 p.m.

Sched. #: 2198TECH302 / \$125 / Instr.: Adams

Nov. 19, 2019; Tues., 8:30 a.m.-3:30 p.m.

Sched. #: 2198TECH3022 / \$125 / Instr.: Adams

March 31, 2020; Tues., 8:30 a.m.-3:30 p.m.

Sched. #: 2202TECH302 / \$125 / Instr.: Adams

May 14, 2020; Thurs., 8:30 a.m.-3:30 p.m.

Sched. #: 2202TECH3022 / \$125 / Instr.: Adams

### Microsoft Excel® Advanced

Dec. 5, 2019; Thurs., 8:30 a.m.-3:30 p.m.

Sched. #: 2198TECH303 / \$125 / Instr.: Adams

April 16, 2020; Thurs., 8:30 a.m.-3:30 p.m.

Sched. #: 2202TECH303 / \$125 / Instr.: Adams

June 2, 2020; Tues., 8:30 a.m.-3:30 p.m.

Sched. #: 2205TECH303 / \$125 / Instr.: Adams

### Microsoft Word® Essentials

Oct. 3, 2019; Thurs., 8:30 a.m.-3:30 p.m.

Sched. #: 2198TECH304 / \$125 / Instr.: Adams

April 2, 2020; Thurs., 8:30 a.m.-3:30 p.m.

Sched. #: 2202TECH304 / \$125 / Instr.: Adams

### Microsoft PowerPoint® Essentials

Oct. 1, 2019; Tues., 8:30 a.m.-3:30 p.m.

Sched. #: 2198TECH308 / \$125 / Instr.: Adams

April 14, 2020; Tues., 8:30 a.m.-3:30 p.m.

Sched. #: 2202TECH308 / \$125 / Instr.: Adams

### QuickBooks® for Small Business

Nov. 5 and 7, 2019; Tues., Thurs., 8:30 a.m.-3:30 p.m.

Sched. #: 2198TECH801 / \$345 through Oct. 16; \$395 after Oct. 16 / Instr.: Gibson

### Advanced Leadership Academy

Returning in spring 2020. Dates will be announced.

Schedule and complete program information will be available in October 2019. Check [extendedstudies.unr.edu](http://extendedstudies.unr.edu) for more information, or email: [aginder@unr.edu](mailto:aginder@unr.edu).

### Beginning Mediation and Conflict Resolution Certificate

Qualifies for HRCI business/strategic hours.

April 20-24, 2020; Mon.-Fri., 8 a.m.-5 p.m.

Sched. #: 2202CMCR101 / \$1,150 through March 13; \$1,350 after March 13 / Instr.: Kales



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## Contact us...

For more about partnering with us to meet your professional development needs, contact:

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